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Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: ASSISTANT BUILDING OFFICIAL

DEFINITION

Under administrative direction, to assist the Building Official in the organizing and directing of all Building and Safety Division activities; to plan, supervise, and review the work of professional, technical, and clerical staff; to perform plan review, inspection, administrative and related services as assigned, and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

REPORTS TO: Building Official

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Building Official. Exercises general supervision over professional, technical, and clerical staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in planning, organizing, and supervising Building Division functions including plan check, inspection, code interpretation, and office operations; review and recommend policies and procedures to ensure continuity and consistency.
- Schedule, coordinate, and supervise the daily assignments of field inspection and plans examination personnel.
- Assist and participate in the performance of the more difficult and complex field inspections; conduct special inspections and investigations of existing structures.
- Provide information and assistance at the public counter; confer with and give information to homeowners, contractors, architects, engineers, and the public regarding inspections, building codes, and department policies; investigate complaints.
- Review plans for compliance with state and local codes; issue permits.
- Act as the Division's Custodian of Records; supervise the maintenance of department records and equipment to assure proper operation of the Building Division.
- Participate in the development of the division's annual budget.
- Prepare written reports, ordinances, and correspondence as required.
- Assist in coordinating Building Division activities within the Community Development Department and with other City departments, divisions, and with outside agencies.
- Supervise, train, and evaluate subordinates; provide instruction and technical assistance in the examination of construction plans, building inspection, code interpretation, and departmental policies and objectives.
- May act in the absence of the Building Official as required.

QUALIFICATIONS

Knowledge of:

- Methods, practices, materials, and safety hazards associated with construction, remodeling, and repair of building structures.
- Possible defects and faults in construction and of standard testing devices and methods as well as corrective measures.
- Applicable local, state, and federal building regulatory codes and standards.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of organization, administration, budget, and human resource management.
- Personal computer operation and software applications relevant to inspection and plan check functions.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Understand and interpret building plans and specifications.
- Enforce ordinances and regulations firmly, tactfully, and impartially.
- Select, supervise, train, and evaluate professional, technical, and clerical staff.
- Establish and maintain cooperative working relationships with subordinates as well as with the public.
- Operate a personal computer and applicable software programs.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to an Associate of Arts degree in Building or Construction Technology, or a related field. Completion of a certificate program in Inspection Technology, Supervision, or related subjects will be considered as partial fulfillment of this requirement. A Bachelor's degree in a related field is highly desirable.

Experience: Five years of experience in building inspection and/or plan check for a public agency with at least one year of lead/supervisory experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

1. Possession of or ability to obtain an appropriate, valid California motor vehicle operator's license.
2. Possession of current certifications as a Building Inspector and Plans Examiner from the International Code Council (ICC).
3. Possession of an ICC certification as a Certified Building Official is desirable.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Assistant Building Official

TO: Building Official